



Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

Fence / Block Wall Building Permit Guide

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Part I. General Information

In order to acquire a permit to construct a fence/block wall, the following documents are required to be submitted for review and approval:

Part II. Applicant's Responsibility

Completed Fence Permit Application (Application forms are available in the Permit Application Center).

- Assessor's parcel number for site **MUST** be included if parcel has not been assigned an address.
- Permits are issued only to owner/builders or appropriately licensed C-18 contractors with a Clark County business license.
- If the fence is constructed in conjunction with a building or project, the **general contractor** of record listed on the building permit can obtain the permit to construct the fence/block wall.
- A notarized Property Line Authorization form will be required if wall is located on the property line.

Part III. Applicable Codes

- International Building Code

Part IV. Submittal Package

PLANS/SPECIFICATIONS

Plans Drawn to Scale (two 2 sets in ink or reproduction; three 3 sets for applications where land use approvals, Variance, Use Permit, Zone Change, etc., are required).

Plans are required to include the following:

- Standard Fence/Block Wall
- Two (2) Site plans showing:
 - Location of fence/block wall to be constructed with respect to property lines, streets, other rights-of way, existing buildings, landscaping, driveways, existing drainage courses, site zones, and site zone dimensions.
 - Location of all light standards, gas meters, water meters and fire hydrants.
 - Length, height, thickness and square footage of the fence or retaining wall.
 - If walls are retaining, provide grading plans with details showing depth of earth retained.
- If fence/block wall is to be located on property line, provide:
 - A notarized Property Line Authorization form must be submitted. (Attached).
 - If a contractor is obtaining the permit, a contract showing the signatures of both property owners is acceptable.

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- If fence/block wall is to be constructed on a commercial or subdivision project, provide two copies of:
 - Approved grading plans from Public Works Development Review’s Map Room with applicable detail sheets (copy charges will apply).
 - OR**
 - Approved grading plans from developer with applicable detail sheets.
 - Type of material to be used in construction (i.e., wood, masonry, chain link).

Note: If structural drawings, specifications, and analysis are not required (i.e. wall is not required to be engineered), Southern Nevada Building Officials Regional Standard must be used.

- Non-Standard (Engineered) Fence/Block Wall
 - If Fence/wall is over 8’ in height or a retaining wall with a sloping surcharge, provide:
 - Structural drawings
 - Specifications
 - Analysis

Note: All items for a fence/block wall over 8’ in height or a retaining wall with a sloping surcharge must be prepared by a licensed Nevada professional civil or structural engineer and all sets of plans must have original wet stamps and be signed by a licensed engineer.

Part V. Review and Approval Steps

If fence/block wall had Commission actions, all applications and plans must be submitted to the Permit Application Center for review and approval processing. These applications will **not** be reviewed on a “same day” basis. All other applications are subject to the following review steps at the Permit Application Center counter locations listed below:

- Application Set-Up
 - Obtain application number
- Zoning Permit Sign-Off
 - Review for conformance/compliance to all applicable zoning codes

NOTE: For information relating to zoning requirements (height/location of fence and landscaping requirements, please contact Current Planning, (702) 455-4314.

- Public Works Development Review:
 - Site drainage review
 - Right-of-Way review
 - No permits will be issued for any fences or retaining walls which block any natural drainage channels.

NOTE: For drainage/right-of-way information, please contact Public Works Development Review at (702) 455-6000.

- Building Plans Examination
 - Review for conformance/compliance with all applicable building codes.

NOTE: For building code information, please contact Building Plans Examination, (702) 455-3000.

- All approvals must have been received from Current Planning Zoning Plans Check, Public Works Development Review, and Building Plans Examination prior to permit issue.
- All fees must be paid at this time in order to obtain your permit.
- An inspection record (job card) will be issued with the permit.
- One set of approved plans will be returned to the permittee.

In order to ensure that your application is processed in a timely manner, your submittal package must be complete and include an application, plans and necessary documents. Permits may be issued on a same day basis provided that the plans are complete and there are no outstanding issues to be addressed with Current Planning Zoning Plans Check, Public Works Development Review and/or the Department of Building.

Part VI. Inspection Requirements

Once you begin construction, you are **REQUIRED** to call Inspection Scheduling (702) 455-3000, to schedule inspections as each phase of construction is completed.

- Required inspections for your project are listed on the inspection record (job card) received at permit issuance and must be done in sequence as shown on the form.
- Concrete foundations for fences or retaining walls shall **NOT BE POURED** until footings inspection is approved.
- Masonry fences or retaining walls shall **NOT BE GROUTED** until the masonry pre-grout inspection is approved.
- The permit, inspection record for (job card) and approved plans must be kept on site for convenient access by the Inspection staff.
- An approved required inspection must be obtained for each permit within 180 days from the date of issue or from the last approved inspection; otherwise, the permit becomes null and void.

NOTE: Permits issued for structures located at Mt. Charleston have 365 days to receive an approved required inspection from date of issue or from the last approved inspection.

NOTE: For your convenience and to help expedite your inspection requests, the Clark County Department of Building offers both an automated Telephone Inspection Scheduling System and Inspection Scheduling via the Internet.

To use the automated Telephone System, call (702) 455-3000, press “1” to select inspections, and follow the prompts. You will need the phone system number and 4-digit inspection type codes which are located on both the permit and inspection record forms.

To schedule an inspection online, visit our website and click on the “Construction Services Online” button. Then click on the link to “Schedule or Cancel Inspections.” Access requires Permit and Internet P.I.N. numbers which are printed at the top of the Permit form.

After passing all of the required inspections, the fence/block wall is approved for use. If you have any questions regarding this information, please call contact the Department of Building at (702) 455-3000.

Department Of Building & Fire Prevention Locations & Services

MAIN OFFICE 4701 W. Russell Road Las Vegas, NV 89118 (702)455-3000	On-Site Plan Submittals All "Walk-Through" Plan Review / Permitting Functions Residential Tract Submittal / Permitting All Sub-Trade (Electrical, Plumbing & Mechanical) Permitting Building Inspection Scheduling Functions Fire Prevention Inspection Services Records	Temporary Certificate of Occupancy Submittals Building Inspections Building Inspector Inquiries Amusement / Transportation Systems Operation Certificates Approved Fabricators Quality Assurance Agency Listing
LAUGHLIN OFFICE Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436	Building Inspection Services Fire Prevention Inspection Services	
OVERTON OFFICE 320 North Moapa Valley Blvd. Overton, NV 89040 (702)397-8089	Building Inspection Services Fire Prevention Inspection Services	

Automated Phone System (702) 455-3000

- Option 1:** For all Inspection services or to report a building code violation.
- Option 2:** For information regarding on-site permits or new plan submittals.
- Option 3:** For the Building Plans Examination division or QAA information.
- Option 4:** For the Zoning Plans Examination division.
- Option 5:** For information or copies regarding land development, construction documents, plans or permits.
- Option 6:** To speak with Management staff.
- Option #:** For hours of operation, Office location and website information.

Other Clark County Departments/Divisions/Districts

Air Quality & Environmental Management	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-5942
Public Works, Development Review Services	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-6000
Comprehensive Planning	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-4314
Fire Department	575 E. Flamingo Road, Las Vegas NV	(702) 455-7316
Las Vegas Valley Water District	1001 S. Valley View Boulevard, Las Vegas NV	(702) 870-2011
Southern Nevada Health District	625 Shadow Lane, Las Vegas NV	(702) 759-1000
Water Reclamation District	5857 E. Flamingo Road, Las Vegas NV	(702) 668-8888

State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 201, Las Vegas NV	(702) 486-2770
Nevada State Contractors Board	2310 Corporate Circle, Suite 200, Henderson NV	(702) 486-1100

Utilities

Nevada Power	6226 W. Sahara Avenue, Las Vegas NV	(702) 402-5555
Southwest Gas	5241 Spring Mountain Road, Las Vegas NV	(877) 860-6020

www.clarkcountynv.gov/building



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Property Line Authorization

I, _____ Owner of _____ authorize
(Name) (Address)

_____ Owner of _____ to
(Name) (Address)

construct a block wall on the property line dividing our properties.

Signature: _____

Date: _____

Signature: _____

Date: _____

State of _____

County of _____



ss.

This instrument was acknowledged before me on this

the _____ day of _____, 20__, by

(1) _____
Name of Signer

(2) _____
Name of Signer

Signature of Notary Public